



*Feeling a bit overwhelmed
with new information?*

U.S. Trustee Chapter 11 Quick Info

United States Trustee

Portland:

Gus J. Solomon Courthouse
621 S.W. Main, Suite 213
Portland, OR 97205

Phone: 503-326-7651

Fax: 503-326-7658

Eugene:

U.S. Courthouse/Federal Bldg.
211 E. 7th Ave, Suite 285
Eugene, OR 97401

Phone: 541-465-6330

Fax: 541-465-6335

WHAT, AND WHEN?

Initial Debtor Interview

An Initial Debtor Interview with the U.S. Trustee will be scheduled promptly for this case. The U.S. Trustee will use this informal meeting as an opportunity to become familiar with the debtor's business and to explain the debtor's financial reporting obligations while in Chapter 11. This meeting may be held in person or by telephone conference.

Quick Tip: Review the U.S. Trustee's Operating Guidelines and reporting forms before attending the Initial Debtor Interview. Then use the interview as an opportunity to find out how the debtor's existing accounting system can be used to fulfill the Chapter 11 reporting obligations.

Section 341(a) Meeting ("meeting of creditors")

Section 341(a) of the Bankruptcy Code requires the debtor to attend a meeting of creditors and to submit to an examination under oath. The U.S. Trustee presides at the meeting, which is normally held within the first 40 days after filing chapter 11. The meeting gives creditors and the U.S. Trustee an opportunity to question the debtor, with the debtor's attorney present, about the debtor's business, assets and liabilities, and plans for reorganization.

Monthly Financial Reports

Local Bankruptcy Rule 2015-2(a) requires the debtor to file a financial report for each calendar month. A report is due on the 15th day of the subsequent month.

Quick Tip: Having difficulty with the first monthly report? Call the U.S. Trustee's office and ask for the Bankruptcy Analyst. (Note: The U.S. Trustee requires a written authorization from debtor's counsel before staff are permitted to discuss administrative matters with the debtor. The U.S. Trustee usually requests such authorization from counsel during the Initial Debtor Interview.)

U.S. Trustee Fees

For the duration of a Chapter 11 case, the debtor is required to pay a statutory fee to the U.S. Trustee for each partial or full calendar quarter. A fee payment is due for the preceding calendar quarter on each of these dates: April 30, July 31, October 31, and January 31. (See attached Statutory Fee Schedule and Notice.)

Quick Tip: Include the statutory fee in the debtor's operating budget. Failure to pay the fee is cause for conversion or dismissal of the case.

Disclaimer: *Quick Info* contains abbreviated information about a Chapter 11 debtor's obligation to appear at certain meetings with the U.S. Trustee and to provide financial reports and other documents. It is not a complete discussion of the debtor's fiduciary obligations while in Chapter 11, nor is it a substitute for the legal advice of debtor's counsel.

WHERE?

The U.S. Bankruptcy Court in the District of Oregon has two offices* for filing bankruptcy cases. The original place of filing, either Portland or Eugene, determines where the debtor will file its financial reports and where certain meetings with the U.S. Trustee will be held:

Original Place of Filing:

Portland, OR ▼

Eugene, OR ▼

Initial Reporting Requirements

United States Trustee
Gus J. Solomon Courthouse
620 S.W. Main, Suite 213
Portland, OR 97205

United States Trustee
U.S. Courthouse/Federal Building
211 E. 7th Avenue, Suite 285
Eugene, OR 97401

(No requirement to file with court.)

(No requirement to file with court.)

Initial Debtor Interview

United States Trustee
Gus J. Solomon Courthouse
620 S.W. Main, Suite 213
Portland, OR 97205
Unless otherwise specified

United States Trustee
U.S. Courthouse/Federal Building
211 E. 7th Avenue, Suite 285
Eugene, OR 97401
Unless otherwise specified

Section 341(a) Meeting ("meeting of creditors")

The U.S. Bankruptcy Court's **Notice of Meeting of Creditors** will indicate the location of the meeting of creditors.

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Monthly Financial Reports (due on the 15th of the subsequent month)

File the original with the court:

United States Bankruptcy Court
1001 S.W. 5th Avenue, 7th Floor
Portland, OR 97204

File the original with the court:

United States Bankruptcy Court
151 West 7th Avenue, Suite 300
Eugene, OR 97401

Serve a copy on each of the following:

Debtor's attorney

United States Trustee
Gus J. Solomon Courthouse
620 S.W. Main, Suite 213
Portland, OR 97205

The chairperson of any committee appointed pursuant to the Bankruptcy Code and the committee's attorney. If applicable, any Chapter 11 trustee and the trustee's attorney.

Serve a copy on each of the following:

Debtor's attorney

United States Trustee
U. S. Courthouse/Federal Building
211 E. 7th Avenue, Suite 285
Eugene, OR 97401

The chairperson of any committee appointed pursuant to the Bankruptcy Code and the committee's attorney. If applicable, any Chapter 11 trustee and the trustee's attorney.

U.S. Trustee Fees (due on April 30, July 31, October 31, and January 31)

Send fee payment to:

United States Trustee
Post Office Box 198246
Atlanta, Georgia 30384

(Enclose remittance slip and put debtor's name and UST case number on check.)

Send fee payment to:

United States Trustee
Post Office Box 198246
Atlanta, Georgia 30384

(Enclose remittance slip and put debtor's name and UST case number on check.)

* The U.S. Bankruptcy Court holds hearings in several locations throughout Oregon. The debtor will receive notice from the court in advance of each hearing, including the location. Questions about court hearings should be directed to debtor's counsel or to the U.S. Bankruptcy Court.

STATUTORY FEE SCHEDULE

If the debtor's disbursements for the calendar quarter are within these amounts. . . **Then the quarterly fee due is. . .**

From	To	
-0-	\$14,999.99	\$250
\$15,000	\$74,999.99	\$500
\$75,000	\$149,999.99	\$750
\$150,000	\$224,999.99	\$1,250
\$225,000	\$299,999.99	\$1,500
\$300,000	\$999,999.99	\$3,750
\$1,000,000	\$1,999,999.99	\$5,000
\$2,000,000	\$2,999,999.99	\$7,500
\$3,000,000	\$4,999,999.99	\$8,000
\$5,000,000 and above		\$10,000

Mail quarterly fee payments to:

**United States Trustee
Post Office Box 198246
Atlanta, Georgia 30384**

**For calendar
quarter ending. . .**

March 31
June 30
September 30
December 31

**A fee payment
is due on. . .**

April 30
July 31
October 31
January 31

NOTICE

DISCLOSURE OF INTENT TO USE TAXPAYER IDENTIFYING NUMBER FOR THE PURPOSE OF COLLECTING AND REPORTING DELINQUENT QUARTERLY FEES OWED TO THE UNITED STATES TRUSTEE PURSUANT TO 28 U.S.C. § 1930(a)(6)

Please be advised that, pursuant to the Debt Collection Improvements Act of 1996, Public Law 104-134, Title III, § 31001(i)(3)(A), 110 Stat. 1321-365, codified at 31 U.S.C. § 3701, the United States Trustee intends to use the debtor's Taxpayer Identification Number ("TIN") as reported by the debtor or debtor's counsel in connection with the Chapter 11 bankruptcy proceedings for the purpose of collecting and reporting on any delinquent debt, including Chapter 11 quarterly fees, that are owed to the United States Trustee.

The United States Trustee will provide the debtor's TIN to the Department of Treasury for its use in attempting to collect overdue debts. Treasury may take the following steps: (1) submit the debt to the Internal Revenue Service Offset Program so that the amount owed may be deducted from any payment made by the federal government to the debtor, including but not limited to tax refunds; (2) report the delinquency to credit reporting agencies; (3) send collection notices to the debtor; (4) engage private collection agencies to collect the debt; and, (5) engage the United States Attorney's office to sue for collection. Collection costs will be added to the total amount of the debt.